



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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and Urban Development

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Cities of Santa Clara County

*Dave Cortese*  
Association of Bay Area Governments

*Dorene M. Giacomini*  
U.S. Department of Transportation

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Cities of Contra Costa County

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*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Operations

*Andrew B. Fremier*  
Deputy Executive Director,  
Bay Area Toll Authority

*Therese W. McMillan*  
Deputy Executive Director, Policy

## ADMINISTRATION COMMITTEE

November 12, 2008  
MINUTES

### Attendance

Chair Bates called the meeting to order at approximately 9:58 a.m. Committee members present were: Commissioners Cortese, Glover, Mackenzie, Sartipi, and Tissier. Other Commissioners present were: Chu, Giacomini, Halsted, and Worth.

### CONSENT:

### Minutes

The Committee received and approved as written the meeting minutes of October 1, 2008.

### MTC Resolution No. 3857, Revised: FY 2008-09 Overall Work Program (OWP)

The Committee authorized the referral of MTC Resolution No. 3857, Revised, to the Commission to amend MTC's Overall Work Program (OWP) to include additional unspent federal funds from Federal Highway Administration (FHWA), Federal Transit Administration (FTA), State Planning & Research (SP&R), and Regional Blue Print Planning, from the prior fiscal year.

### Funding Agreement: Fiscal Year 2008-09 Caltrans Planning Grants

The Committee authorized the Executive Director or his designee to negotiate and enter into funding agreements with MTC, the Association of Bay Area Governments (ABAG), Marin County – Health and Human Services, City of Benicia, and Transportation and Land Use Coalition (TALC) in an amount not to exceed \$626,407.

### Contract Amendment: Pavement Management Technical Assistance Program (P-TAP Round 10)

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with Adhara Systems, AMS Consulting, Harris & Associates, Infrastructure Management Services, Nichols Consulting Engineers, and Pavement Engineering Inc. with combined amounts not to exceed \$903,648 for consulting services for the FY 2008-09 Pavement Management Technical Assistant Program, Round 10.

### Contract: Business Insurance Broker, Consultation and Third-Party Certificate Management Services: ABD / Wells Fargo Insurance Services

The Committee authorized the Executive Director or his designee to negotiate and enter into a three-year contract with ABD/Wells Fargo Insurance Services to provide insurance consulting and 3<sup>rd</sup> party certification management services for MTC, MTC Service Authority for Freeways and Expressways (SAFE), Bay Area Toll Authority (BATA), and the Regional Administrative Facility Corporation (RAFC) in an amount not to exceed

\$15,000 for FY 2008-09, with future years' funding subject to the annual agency budget approval process. The procurement included an option on the part of the agencies to extend the contract for an additional three-year period through June 30, 2014.

The Committee also selected ABD/Wells Fargo Insurance Services to act as business insurance broker for MTC, MTC SAFE, BATA, and RAFC for a three year period (with a three-year option to renew). The Executive Director or his designee was authorized to issue purchase orders to secure appropriate business insurance policies at the annual renewal period as recommended by the selected broker, up to the amount set aside in each fiscal year's operating budget for business insurance.

### **MONTHLY FINANCIAL STATEMENTS**

The Committee received the following monthly financial reports for the month of September: Operating Income through September 2008; Report of Operating Expenditures for FY 2008-09 through September 2008; Report of Capital Projects for FY 2008-09 through September 2008; FY 2008-09 Contract Services Disbursement Report for September 2008. For the month of September 2008, the monthly financial report listed sixteen (16) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through September 2008.

### **INVESTMENT REPORT**

The Committee received the Investment Reports for the month of September 2008.

### **CONTRACTS:**

#### **CEQA/EIR Special Counsel: Remy, Thomas, Moose, and Manley, LLP (Remy)**

The Committee authorized the General Counsel to negotiate, and the Executive Director or his designee to enter into a contract amendment with Remy, Thomas, Moose, and Manley, LLP (Remy) in an amount not to exceed \$32,000 to advise MTC's Office of the General Counsel regarding the Environmental Impact report (EIR) for the Regional Transportation Plan (Transportation 2035 Plan).

### **OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 10:10 a.m. The next Committee meeting date will be on December 10, 2008 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.